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झारखण्ड केन्द्रीय विश्वविद्यालय
Central University of Jharkhand
(Established by an Act of Parliament of India,2009)

Azadi Ka
Amrit Mahotsav

Ref. No:- CUJ/ITP/2021/86/ 765

Dated: 21·8·25

OFFICE ORDER

1. It is for information of all concern that File Tracking Module in Samarth Portal is functional and active in the University.

2. Henceforth, All Officers/ Section Heads/ Departments Heads/ Faculty Members/ Non-teaching Staffs are hereby requested to process all files through File tracking module of Samarth Portal.

3. Steps to follow on File Tracking Module –

Login on Samarth Portal → Click on Governance → Click on File Management & Tracking → Click on Dashboard → Click on My Files → Add New File → Select File Type and Fill other information of File → Click on Save.

After clicking on Save, forward the file to Administrative Post → Sent to Designation→ Fill other information → Click on Send

4. Important Points to consider while forwarding files to Vice Chancellor's Secretariat, Registrar's Secretariat, Finance Officer, Controller of Examination

Office	File to be marked (Administrative Post)
Vice Chancellor's Secretariat	Personal Assistant, vcsecretariat
Registrar's Secretariat	Private Secretary, registraroffice
Finance Officer	Finance Officer
Controller of Examination	Controller of Examinations
Deans	Concerned Dean
Heads	Concerned Head
All Sections	Concerned Section Designation

In case of any issue please contact and drop a mail to System Analyst Copy To: PS to Registrar

This is issued with the approval of Hon'ble Vice Chancellor.

21/08/2025
Registrar

Distribution:

All Department Heads/Section Heads

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Copy for information:

1. PS to VC
2. PS to Registrar
3. PS to FO
4. All of the above concerned.
5. Concerned File

Registrar